

CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M188
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PUBLIC WORKS		Division: PARKS
Item No.	Description	Retention
1.	Park Surveys Includes surveyor information site plans, improvement drawings, budget information and other details pertaining to specific park and equipment contained therein.	Retain site plans and improvement drawings permanently; transfer periodically to the Maryland State Archives. Screen other materials annually and destroy those filed no longer needed for current business.
2.	Subject & Project Files Correspondence and materials related to individual subjects and/or projects.	Screen annually and destroy the material that is no longer needed for business.

Approved by Department, Agency, or Division Representative:	Schedule Authorized by State Archivist.
Date <u>09-10-07</u>	Date <u>12 Dec 08</u>
Signature <u>Barbara B. Matthews</u>	Signature <u>[Signature]</u>
Print Name <u>Barbara B. Matthews</u>	
Title <u>City Manager</u>	